



# COMMONWEALTH of VIRGINIA

*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

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*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

TO: Executive Directors  
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont  
Information System Administrator

DATE: July 1, 2003

RE: AIM Workshop

VDA will hold an AIM Workshop on Wednesday, September 10, 2003. It will be held at the Radisson Hotel Hampton in Hampton, VA. Please mark your calendars for this event.

It will be a one day event with rooms available for the night of Tuesday, September 9, 2003 at a conference rate of \$99.00 and applicable taxes extra. Reservations can be obtained by calling (757) 727-9700 and identifying yourself as part of the VA Department for the Aging meeting. However, reservations for this hotel should be made by August 18, 2003 in order to secure a room.

Directions for this event will be distributed in one week in the July 8, 2003 AAA mailing. A copy of this notice will be emailed to all AIM administrators as well. Please respond by September 1, 2003 as to the number and names of attendees from your agency by calling my office at (804) 662-9800 or by email at [leshmont@vdh.state.va.us](mailto:leshmont@vdh.state.va.us).

Cc: Tim Catherman

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging  
Members, Care Coordination for Elderly Virginians Program Workgroup

**FROM:** Ellen Nau, Human Services Program Coordinator

**DATE:** July 1, 2003

**SUBJECT: Meeting – Care Coordination for Elderly Virginians Workgroup**

The Care Coordination for Elderly Virginians Workgroup will meet in the Conference Room of the Virginia Department for the Aging at 10:00 A.M. on Thursday, August 7, 2003. The primary purpose of the meeting is to approve the revised Care Coordination for Elderly Virginians Program Manual that was sent to you in a previous mailing. The workgroup needs to make sure the manual reflects the Care Coordination Service Standard that is effective October 1, 2003.

At the request of Workgroup Chairman, Bill Massey, other potential agenda items that workgroup members would like to address at the meeting should be sent to:

Elen Nau, Human Services Program Coordinator  
Virginia Department for the Aging  
1600 Forest Avenue  
Richmond, VA 23229 or e-mailed to:

[Enau@vdh.state.va.us](mailto:Enau@vdh.state.va.us)

# COMMONWEALTH of VIRGINIA

## *Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

### MEMORANDUM

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Ellen Nau, Human Services Program Coordinator

**DATE:** July 1, 2003

**SUBJECT:** Promising Practices in the Field of Caregiving

The U.S. Department of Health and Human Services, Administration on Aging has published a compilation of *28 National Innovations Program and 11 Projects of National Significance*. The publication highlights some AoA grantees under the National Family Caregiver Support Program, including Virginia's Male Caregiver Program. Grants were awarded on a competitive basis in 2001 for programs designed to support and foster the development of new means of aiding informal caregivers. For more information, visit the Administration on Aging website at : [www.aoa.gov](http://www.aoa.gov).

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*  
Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Tim M. Catherman  
Deputy Commissioner, Support Services

**DATE:** July 1, 2003

**SUBJECT:** Service Provider Webpages

VDA has updated its Service Provider Information webpages. For each Service Program, the old (current until September 30<sup>th</sup>) service standard was removed and the federal poverty and sliding fee scale was updated effective July 1, 2003. Although the new Service Standards are not effective until October 1, 2003, it was easier for Leonard, our website administrator, to make both changes at this time.

Should any one wish to have a copy of the Service Standards that are in effect until September 30<sup>th</sup>, please feel free to e-mail Rochelle Clarke at [rclarke@vdh.state.va.us](mailto:rclarke@vdh.state.va.us). She will be happy to send them to you.

If you have any questions, please let me know.

Cc: Leonard Eshmont  
Rochelle Clarke

# *COMMONWEALTH of VIRGINIA*

## *Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

### **MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Tim M. Catherman  
Deputy Commissioner, Support Services

**DATE:** July 1, 2003

**SUBJECT:** Uniform Assessment Instrument (UAI)

The Uniform Assessment Instrument (UAI) has been in use for at least 10 years. An interagency workgroup with all agencies in Health and Human Resources has been formed to review the UAI. This group is chaired by Cindy Bowling Jones who was instrumental in its development.

The workgroup will not be making major changes, especially as it relates to the first 4 pages. The changes VDA is requesting are to make race, ethnicity, and poverty consistent with federal reporting.

If you have suggestions for improving the UAI (wording, layout, etc.), please e-mail them to me preferably by July 14, 2003.

# COMMONWEALTH of VIRGINIA

## *Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

### MEMORANDUM

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Kevin F. Byrnes, AICP  
Demographer

**DATE:** July 1, 2003

**SUBJECT:** PSA Demographics on VDA Web Site

In response to a suggestion from John Skirven with Senior Services of Southeastern Virginia related to his review of the draft The Virginia State Plan for Aging Services October 1, 2003 - September 30, 2007, virtually all of the data elements covered in the Demographic section of the Plan have been expanded to provide PSA-level (and in some cases, local city and county-level) detail. These data are available on the VDA web site in an Excel workbook file at the following address:

<http://www.aging.state.va.us/2000%20PSA%20Demographics.htm>

The workbook file can be downloaded as either a self-executing (.exe) zip-compressed file or a regular (.zip) compressed file, and the first worksheet or “front page” of the file has internal hyperlinked table headings to the 21 tables of data contained in the workbook.

Data users are invited to submit any comments or questions about the file to Kevin Byrnes at <mailto:kbyrnes@vdh.state.va.us> or call me to discuss at (804) 662-7047.



*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*  
Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Directors  
Area Agencies on Aging

**FROM:** Bill Peterson

**DATE:** July 1, 2003

**SUBJECT:** **Handbook on Driving and Dementia**

Using National Highway Safety funds obtained through the DMV, we joined with the Alzheimer's Association (Greater Richmond Chapter) to produce a handbook entitled ***When to Yield: Questions about Driving and Dementia***. The booklet is designed to help older drivers and their families, caregivers, and service providers deal with the problems surrounding driving and dementia. Within the next week or 10 days, you will be receiving 200 of these booklets. Additional copies will be available from VDA as long as supplies last. Copies of the booklet will also be sent to each local DMV office around the state.

DMV is so excited with this booklet that they have asked us to apply for additional Highway Safety funds and develop a similar booklet to educate health care professionals about their role in helping older individuals and families deal with driving and dementia. Copies of this booklet will also be made available to AAAs.

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Bill Peterson

**DATE:** June 30, 2003

**SUBJECT:** **Protecting the Generations: The Community Challenge of Family Violence**

The attached flyer announces three regional workshops on family violence (including elder abuse). One of the goals of these workshops is to foster communication among the various agencies and organizations that attempt to intervene in the various aspects of family violence. The workshops will be developed and implemented by the Virginia Institute for Social Services Training Activities (VISSTA) with input from a variety of agencies, including VDA.

Attachment

# Mark Your Calendar!

## **Protecting the Generations: The Community Challenge of Family Violence**

An interdisciplinary collaboration focusing on child protection, intimate partner violence, adult protective services, and prevention.

This special event will:

- Present an overview of the broad scope of family violence
- Facilitate communications and promote collaborations
- Share effective community collaboration models
- Identify barriers and share successful collaborative strategies.

Training dates and locations:

- September 16, 2003 – Fredericksburg, VA
- November 18, 2003 – Roanoke, VA
- December 10, 2003 – Chesapeake, VA

Conference brochure and registration materials will be mailed in mid-July.  
For additional information, contact:

Helen B. Leonard at (804) 692-1260

or

*hbl900@dss.state.va.us*

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This event is co-sponsored by:

Office of the Attorney General  
Virginians Against Domestic Violence  
Virginians Aligned Against Sexual Assault  
Virginia Coalition for the Prevention of Elder Abuse  
Virginia Departments of:

Aging; Criminal Justice Services; Health; Housing &  
Community Development; Mental Health, Mental  
Retardation and Substance Abuse Services; Social  
Services



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**AND:** Nutrition Directors

**FROM:** Carol Cooper Driskill

**DATE:** July 1, 2003

**SUBJECT: The Community Nutrition Mapping Project**

I received the attached press release about an interesting web site that can be used to check the nutritional health of a state. "The Community Nutrition Mapping Project" (CNMap) was developed by the Agricultural Research Service Community Nutrition Research Group in Beltsville, Maryland. This resource includes information about nutrient intakes, physical activity and body weight, healthy eating patterns, and food security, and provides tables and color-coded customized maps. Evidently, profiles can also be created for communities.

The web site is <http://www.barc.usda.gov/bhnrc/cnrg/cnmapfr.htm>

## **RESEARCHERS MAP OUT COMMUNITY NUTRITION**

April 25, 2003

ARS News Service

Agricultural Research Service, USDA

Rosalie Marion Bliss

An updated, online resource for checking a state's nutritional health is now available from the Agricultural Research Service. The resource, called The Community Nutrition Mapping Project (CNMap), was developed by the ARS Community Nutrition Research Group (CNRG) in Beltsville, Md. It includes information on nutrient intakes, physical activity and body weight, healthy eating patterns and food security. Food security is defined as access by all people, at all times, to enough food to lead an active, healthy life.

The resource tool provides a series of easy-to-read tables and color-coded customized maps that can be accessed by anyone on the World Wide Web. Nutritionists, policy makers and public health workers at community, county, state and national levels can create profiles in CNMap to gauge whether a community is at risk for food security or other nutritional problems.

CNMap was created by customizing Geographic Information System software and combining it with data from a variety of sources to provide a snapshot of human nutrition, health and behavior. CNRG is headed by nutritionist Ellen W. Harris and is one of seven research units that make up the ARS Beltsville Human Nutrition Research Center.

CNMap's gallery of maps provides comparison data on fat, cholesterol, sodium and macro- and micro-nutrient intakes by state. Users can look up, for example, the percentage of individuals meeting the recommended dietary allowance for folate or for calcium in a given state. Other indicators, such as the percentage of those meeting recommended Food Guide Pyramid servings, are also available.

To access CNMap on the World Wide Web, go to:

<http://www.barc.usda.gov/bhnrc/cnrg/cnmapfr.htm> Then, choose a state under the pull-down arrow and click "Go."

Read more about community nutrition in the April issue of Agricultural Research magazine, on the World Wide Web at:

<http://www.ars.usda.gov/is/AR/archive/apr03/map0403.htm>

Tuesday Mailing

July 1, 2003

**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
 Jay W. DeBoer, J.D., Commissioner

## MEMORANDUM

**TO:** Executive Directors  
 Area Agencies on Aging

**FROM:** Faye D. Cates, MSSW, Human Services Program Coordinator

**DATE:** July 1, 2003

**SUBJECT: COUNTING UNITS OF SERVICE UNDER PUBLIC INFORMATION AND EDUCATION**

There appears to be is some confusion about counting units of service for Public Information and Education (PIE). First, remember there is no Quick Form requirement for PIE in AIM (Advanced Information Manager), as the units of service are not tracked in AIM. However, PIE units of service are tracked in the AMR (Aging Monthly Report), where you can report on the units as defined in the PIE service standard. Below, for each unit of service I have provided an example for clarification purposes.

Units of Service:

- **Contacts:** the number of people in a group or circulation counts for a publication.  
**Example #1:**  
 You speak to a group of 40 people about aging services. This accounts for 40 contacts.  
or  
 Your agency newsletter has a circulation of 6,000. This circulation accounts for 6,000 contacts.  
**Note:** If you count these publications as contacts, you should not duplicate that count under "Number of Publications Distributed" indicated below. Do not count "circulation counts" twice under this service standard.

Optional Group Units (Not Entered into AIM)

- **Group Participants** – The number of people attending the presentation, meeting or program (activity provided to more than one person or in a group setting).  
**Example #2:**  
 Same as example #1 above - You speak to a group of 40 people about aging services. This accounts for 40 contacts.
- **Number of Group Presentations** – Number of presentations.  
**Example #3:** In June 2003 your agency staff makes a total of 5 presentations about aging services. The number of presentations is 5 for the month.

**SUBJECT: COUNTING UNITS OF SERVICE UNDER PUBLIC  
INFORMATION AND EDUCATION**

Page 2 of 2

- Number of Publications Distributed

Example #4: You attend a health fair and you distribute 500 brochures. The publication distribution count is 500.

or

The health department calls for a supply of your agency brochures to distribute to patients. You mail them a batch of 100 brochures. The publication distribution count is 100.

Group Units – These activities cannot be entered into the AIM system.

Just remember, if you are confused about what to report under AIM or the AMR, review “Program Reports” for each service standard where reporting requirements are clearly defined.

# COMMONWEALTH of VIRGINIA

## *Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

### MEMORANDUM

**TO:** Executive Directors  
Area Agencies on Aging

**AND:** Nutrition Directors

**FROM:** Carol Cooper Driskill

**DATE:** July 1, 2003

**SUBJECT: Safe Food Handling Certification Classes**

In the past, some Nutrition Directors have requested that Safe Food Handling Certification classes be coordinated by VDA. I have found a trainer who is willing to provide ServSafe training to AAA nutrition staff and administer the certification examination.

With a minimum of ten paid individuals, we can have a training class that is limited to AAA and subcontractor nutrition staff. When I attended the training, my classmates were from restaurants and other types of food establishments. Since AAA nutrition staffs sometimes have different types of questions and needs, I think that limiting the class to AAA and subcontractor nutrition staff would be helpful and perhaps less intimidating.

Tentatively, I am looking at offering ServSafe training near Richmond or Petersburg for three consecutive days in October or November 2003. My objective is to keep overnight lodging requirements to a minimum. Please remember that the AAA Annual Nutrition Directors Fall Meeting and Training will be held in Charlottesville on September 19, 2003.

I need to determine the level of interest within the aging network. Please complete the attached survey and return it to me as soon as possible so I can determine whether or not to continue planning.

Please contact me at 804-662-9319 or [cdriskill@vdh.state.va.us](mailto:cdriskill@vdh.state.va.us) with any questions. Thanks for your assistance.



**AAA INTEREST SURVEY**  
**ServSafe Food Handling Certification Class**

**AAA Name \_\_\_\_\_ Contact Person \_\_\_\_\_**

**\_\_\_\_\_ At this time, we are not interested in attending ServSafe Food Handling Certification Class as described in July 1, 2003 Tuesday Mailing**

**\_\_\_\_\_ We are interested in learning more**

**\_\_\_\_\_ We are interested in attending ServSafe Food Handling Certification Class as described in July 1, 2003 Tuesday Mailing**

**Please fax, email or call Carol Driskill at VDA by July 31, 2003**

**VDA Fax: (804) 662-9354**

**Email: [cdriskill@vdh.state.va.us](mailto:cdriskill@vdh.state.va.us)**

**Telephone: (804) 662-9319**

# COMMONWEALTH of VIRGINIA

## Department for the Aging

Jay W. DeBoer, J.D., Commissioner

### MEMORANDUM

**TO:** Executive Directors  
Area Agencies on Aging

**AND:** Nutrition Directors  
Disease Prevention & Health Promotion Directors

**FROM:** Carol Cooper Driskill

**DATE:** July 1, 2003

**SUBJECT: Internet-based Training Resources & Medication Management**

I received the attached press release from the American Society on Aging and Centers for Disease Control and Prevention (CDC). ***Live Well, Live Long: Steps to Better Health***, is an Internet-based model of health promotion and disease prevention strategies for older adults. It is available at <http://www.asaging.org/cdc>.

***Optimal Medication Use: Wise Choices for Healthy Aging*** is the third module in the series. It addresses medication management and includes handouts, activity ideas, resources, and references that can be downloaded and customized. Future modules will cover older driver safety, mental wellness, diabetes, and physical activity.

## **New Training Resource on Medication Use and Older Adults: The American Society on Aging Launches its Latest Free Online Health-Promotion Strategies**

The American Society on Aging and CDC announce the newest educational program of ***Live Well, Live Long: Steps to Better Health***, the well-received Internet-based model of health promotion and disease prevention strategies for frontline service providers for older adults. Created in collaboration with the Centers for Disease Control and Prevention, it is available online at <http://www.asaging.org/cdc>.

***Optimal Medication Use: Wise Choices for Healthy Aging***, the third module in the series, live as of May 12, 2003, addresses the complex problems of managing medications, a critical issue for older adults. People over 65 are taking multiple medications for many chronic conditions, often balancing complicated regimens with physical and cognitive, as well as financial, challenges. Add to these hurdles the availability of over-the-counter and herbal medications, the various physicians and practitioners one patient may consult, and the variety of beliefs and norms of different cultures in our society.

***Wise Choices*** addresses this issue. Dr. Mary Roth of the University of North Carolina's School of Pharmacy notes, "The rise in prescription and nonprescription drug use in older adults and their propensity to encounter medication-related problems is requiring that we, as health care professionals and caregivers, focus our efforts on ensuring the safe and effective use of medications in this population. This medication module provides an excellent overview of medication use in older adults. It should be read and revisited from time to time by anyone who comes into contact with older adults."

***Wise Choices*** discusses the importance of communication and teamwork by physicians and other health professionals, pharmacists, family, caregivers-and, especially, the patient-in participating in a patient's care. Education about the characteristics of one's own medications, possible drug interactions and other medication-related problems, and resources available in the community are key elements in achieving the optimal potential of healthy aging.

According to Jason Lang, public health advisor for the CDC, "This latest web module incorporates extensive background research on the subject matter, substantial expert input and review, and pays attention to the details to provide its network of professionals in the aging field with an easy to use professional tool."

Like the earlier modules, *Blueprint for Better Health* (2001) and *Strategies for Cognitive Vitality* (2002), this one includes a primer on the nuts and bolts of creating a health-promotion program: how to recruit partners and presenters, plan and publicize the event, and evaluate its success. Examples of existing programs are also featured.

This new addition also provides possible content: sample curricula on medication information, immunizations and herbals for healthcare professionals to present to older-adult audiences. Handouts, activity ideas, resources and references are included for users to employ in their own campaigns. Users can download any section they are interested in to create a customized manual

addressing their local community's health needs. (Versions are also available in PDF and Microsoft Word.)

We believe this new prevention module is a valuable resource for health, aging and social service professionals to best serve our aging population. This summer, we will present modules on older driver safety and mental wellness. In the fall modules on diabetes and physical activity will be released.

For additional information, contact Nancy Ceridwyn at (415) 974-9613 or [nancyc@asaging.org](mailto:nancyc@asaging.org) . If you want to keep informed about new module releases, you can e-mail Heddie Abel, Program Coordinator, at [heddiea@asaging.org](mailto:heddiea@asaging.org).

**About our Organization:** The American Society on Aging, based in San Francisco, California, is a nonprofit, non-partisan membership organization of 7,500 professionals in the field of aging. ASA provides educational programming, publications and training resources to a wide variety of professionals-researchers, practitioners, educators, business people and policymakers-who work with older adults and their families.

###